



Policy: 1308
Procedure: 1308.04
Chapter: External Communications
Rule: Requests for Legal Opinion

Effective: 4/02/08
Replaces: GOP 1309
Dated: 10/16/00

Purpose:

The Arizona Department of Juvenile Corrections (ADJC) seeks legal advice, legal opinions, and staff counsel from the Attorney General of the State of Arizona.

Rules:

1. All **ADJC EMPLOYEES** shall ensure that any recommendations for legal advice, opinions, and staff counsel concerning State Services and/or Juvenile Corrections are processed through the Attorney General Liaison (AGL).
2. The **AGL** shall review the matter for a resolution before seeking a formal or informal legal opinion from the Attorney General's Office and process all requests for informal opinion.
3. The **AGL** shall:
 - a. Notify the Assistant Director of the Legal Systems Division of any request for informal legal opinion; and
 - b. Submit requests for formal legal opinion to the Assistant Director of the Legal Systems Division for approval prior to submission to the Director.
4. The **DIRECTOR** shall approve or deny the request for a formal Attorney General's opinion based on the issue legitimacy and need for resolution. The **AGL** shall prepare and submit the approved request to the Attorney General's Office.
5. The **AGL** shall maintain a file of all formal opinions and all written informal opinions received from the Attorney General.

Signature Date

4/1/08

Approved by Process Owner

Matthew A. Scheller, Esq., Attorney General Liaison

Effective Date

4/2/08

Approved by

Michael D. Branham, Director